

UNDERHILL PLANNING COMMISSION

Thursday, March 12, 2020 @ 6:00 PM

Minutes

Attendance

Planning Commissioners:

Commissioner David Edson, Vice Chair
Commissioner John “Kail” Romanoff
Commissioner Val Stori (via Phone)
Commissioner Brian Tijan
Commissioner Lea Van Winkle (via Phone)
Commissioner Sandy Wilmot

Staff/Municipal Representatives:

Andrew Strniste, Planning Director

Others Present:

None

[6:07] Vice Chair D. Edson called the meeting to order. No general public was in attendance to provide public comment. No items were added to the agenda. Commissioner Romanoff confirmed that the Commission will continue to meet on the second and fourth Thursdays of each month at 6:00 PM.

AGENDA ITEM: 2020 TOWN PLAN HEARINGS – PUBLIC OUTREACH STRATEGIES UPDATES; PUBLIC HEARING QUORUMS; DISCUSSION ABOUT FEEDBACK; TASK ASSIGNMENTS (E.G. MODERATOR, SCRIBE, ETC.)

[6:12] Staff Member Strniste confirmed that Commissioner Van Winkle posted on the hearing notices on *Front Porch Forum*. Commissioner Stori completed the posters, which will be distributed at the Jericho Market, Jerrihill, the Deborah Rawson Library, Underhill Central School, Browns River School, Wells Corner Market and the two post offices. The Commission informed Staff Member Strniste that Commissioner Lamphere would print the posters. Staff Member Strniste explained the procedures for conducting public meetings via tele-or video-conferences, and then informed the Commission he is inquiring with the Town’s attorneys regarding public hearings being held via tele- or video-conference. The Commission then discussed possible option for tele- and video-conferencing.

[6:22] All members of the Planning Commission advised that they could be present at the Planning Commission hearings. Staff Member Strniste reviewed the procedures for conducting the public hearing at the Deborah Rawson Library. Staff Member Strniste will assist Commissioner Van Winkle in draft the next *Front Post Forum* post. Commissioner Romanoff suggested that the copies of the Goals, Policies and Strategies be made available for each of the hearings. Additionally, he suggested that copies of the Town be made available at the Library for the public’s viewing. Commissioner Edson suggested that 2 or 3 copies of the Plan be made available for the hearings. Commissioner Romanoff agreed to draft a more formalized outline of Chair J. Drew’s discussion outline presented at the last hearing. The Commission agreed that a PowerPoint should be created for the hearings.

[6:29] The Commission agreed to that Chair J. Drew should be the moderator at the public hearings. Commissioner Wilmot volunteered to be the scribe at each of the hearings, which will be responsible for noting each individuals comments/questions. A discussion about the PowerPoint’s content was discussed:

- Format changes, noting the concentration on the Goals, Policies and Strategies;

- The addition of context and uniqueness to the Plan;
- The effort towards making the language more concise.

In addition, the Commission agreed that each member should go through assigned chapters and highlight 3 to 5 notable efforts that the Town will be pursuing over the course of the next 8 years to add to the PowerPoint. For example, for the Land Use Chapter, the Town will be re-examining the Future Land Use Map and the Zoning Map; for the Natural Resources Chapter, the Town will be exploring the creation of a Natural Resources Map and River Corridor regulations. The following members were assigned to each chapter:

- Land Use – Commissioners Edson, Romanoff and Stori
- Natural Resources – Commissioners Wilmot, Tijan and Romanoff
- Energy – Commissioners Drew, Wilmot and Stori
- Transportation – Commissioners Tijan and Romanoff
- Infrastructure – Commissioners Van Winkle and Edson
- Housing – Commissioners Romanoff and Tijan
- Services – Commissioners Romanoff and Van Winkle
- Economic Development – Commissioners Wilmot and Lamphere
- Historic & Cultural Resources – Commissioners Lamphere and Tijan
- Recreation – Commissioners Drew and Edson

[6:47] Staff Member Strniste provided an overview of his visit with the Underhill Historical Society. He then provided an update on the Request for Proposals that the Town received in response to the Housing Needs Assessment. Commissioners Wilmot and Romanoff agreed to meeting on Monday, March 16 @ 5:00 PM, assuming Chair J. Drew was available.

[7:22] Staff Member Strniste will send out the Commission's Rules of Procedure for them to review and sign next meeting. The Commission discussed potential projects for the immediate future, which included: the creation of the House & Economic Development Board; commencing with natural resource mapping; and identifying areas in Town that do not have access to cellular telephone service and internet service. Commissioner Wilmot recommended that the Commission connect with the business association mentioned in the Town Report regarding economic development. The Planning Commission could potentially have a quorum on Thursday, April 23, 2020.

[7:35] Commissioner Wilmot made a motion to adjourn, which was seconded by Commissioner Tijan. The motion was approved unanimously.

Respectfully Submitted By:
Andrew Strniste, Planning Director

The minutes of the March 12, 2020 meeting were accepted this ____day of _____, 2020.

John Drew, Planning Commission Chair

New Action Items

- ☐ *Commissioner Lamphere* – Print Hearing Posters.
- ☐ *Commissioner Romanoff* – Draft a more formalized outline of Chair J. Drew’s discussion outline.
- ☐ *Planning Commission* – Distributed posters at the Jericho Market, Jerrihill, the Deborah Rawson Library, Underhill Central School, Browns River School, Wells Corner Market and the two post offices.
- ☐ *Planning Commission* – Each member should go through their assigned chapters and highlight 3 to 5 notable efforts that the Town will be pursuing over the next 8 years to add to the PowerPoint.
- ☐ *Planning Commission* – Explore Potential Upcoming Projects.
- ☐ *Staff Member Strniste* – Complete the procedural requirements for the 2020 Town Plan.
- ☐ *Staff Member Strniste* – Make copies of the Goals, Policies and Strategies for the hearings.
- ☐ *Staff Member Strniste* – Make copies of the 2020 Town Plan to be made available at the Library.
- ☐ *Staff Member Strniste* – Make copies of the 2020 Town Plan to be made available during the hearings.
- ☐ *Staff Member Strniste* – Distribute the Commission’s Rules of Procedure for them to review and sign next meeting.
- ☐ *Staff Member Strniste* – Distribute the RFPs and Scoring Rubric to the Commission for informational purposes.
- ☐ *Staff Member Strniste & Commissioner Lamphere* – Draft the next Front Post Forum post for the 2020 Town Plan Hearings.

Old, Incomplete Action Items

- ☐ *Planning Commission* – Explore Potential Upcoming Projects.

Completed Action Items

- ☒ *Staff Member Strniste* – Update Planning Commission Calendar.

Deadlines

- March 26, 2020 – First Planning Commission Public Hearing;
- April 4, 2020 – Second Planning Commission Public Hearing;
- April 9, 2020 – Third Planning Commission Public Hearing;
- April 23, 2020
 - Special meeting to review and incorporate public comments and public feedback;
 - Approve and recommend for approval by Selectboard of draft Town Plan;
- April 29, 2020 – Submit legal warning advertisement (SB) to *Burlington Free Press*;
- May 2, 2020 – Legal warning advertisement (SB) runs in the *Burlington Free Press*;
- May 18, 2020 to June 23, 2020 – Selectboard holds two public hearings; and
- June 23, 2020 – Last day for Selectboard to approved proposed Town Plan.